

## **Privacy Statement Witteveenarchitect.nl**

Reinier Witteveen Architect is responsible for the processing of personal data as shown in this privacy statement. Reinier Witteveen Architect considers your privacy important and therefore we make clear how data is being processed on this website.

### **Contact details:**

Reinier Witteveen Architect  
Gabriël Metzstraat 56-f  
2316 AJ Leiden

Tel: 06-25425455  
info@witteveenarchitect.nl  
Chamber of Commerce: 27353284

Reinier Witteveen is your contact person for matters concerning the handling of personal data

### **Personal data that we process**

Reinier Witteveen Architect processes your personal data by using our services, website and/or because you provide this information to us. Below you will find an overview of the personal data we receive and process on the website:

- First and last name
- Phone number
- E-mail address
- Address data
- Other information you choose to send by e-mail.

### **Sensitive personal data that we process**

Our website and / or service does not intend to collect personal data about visitors younger than 16 years old. However, we can not check if a visitor is older than 16. We encourage parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent. If you are convinced that we have collected personal information about a minor without this consent, please contact us via our e-mail address and we will delete this information immediately.

### **For what purpose and on what basis we process personal data**

Reinier Witteveen Architect processes your personal data for the following purposes:

- To call or e-mail to carry out our services
- Handling your payment
- Sending product information
- Inform you about changes to our services and products

### **Automated decision-making**

Reinier Witteveen Architect does not make decisions based on automated processing on matters that can have (significant) consequences for people. These are decisions that are taken by computer programs or systems, without involving a person (for example, a Reinier Witteveen Architect employee).

### **How long we store personal data**

Reinier Witteveen Architect does not store personal data for longer than is strictly necessary to achieve the goals for which the data are collected. We then store data for a maximum of one year for the statistical purposes described. The data will then be erased unless there is a statutory obligation that requires longer storage (such as the seven-year fiscal retention obligation for payment data).

### **Sharing personal data with third parties**

Reinier Witteveen Architect provides exclusively to third parties and only if this is necessary for the execution of our agreement with you or to comply with a legal obligation. We do not provide personal data to third parties for commercial activities.

### **Cookies or similar techniques that we use**

Reinier Witteveen Architect uses only technical, functional and / or analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and remember, for example, your preferences. We can also

optimize our website with this. You can opt out of cookies by setting your internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via the settings of your browser.

### **View, modify or delete data**

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw any consent to the data processing or to object to the processing of your personal data by Reinier Witteveen Architect and you have the right to data portability. This means that you can submit a request to us to send the personal data that we have from you in a computer file to you or another organization mentioned by you. You can send a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to [info@witteveenarchitect.nl](mailto:info@witteveenarchitect.nl). In order to ensure that the request for access has been made by you, we ask you to send a copy of your proof of identity with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) black in this copy. This is to protect privacy. We respond as quickly as possible, but within four weeks, to the request. Reinier Witteveen Architect also wishes to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

### **How we protect personal data**

Reinier Witteveen Architect takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. For example, data is sent over an encrypted connection and managed in secure environments. Where necessary, we have concluded processor agreements with third parties. If you feel that your data is not properly secured or there are indications of abuse, please contact Reinier Witteveen ([info@witteveenarchitect.nl](mailto:info@witteveenarchitect.nl))